



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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IN REPLY
REFER TO

AQOG

SEP 30 1996

MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS
COMMANDERS, DCMC CONTRACT ADMINISTRATION
OFFICES (CAOs)
EXECUTIVE DIRECTOR, BUSINESS MANAGEMENT

SUBJECT: DCMC Memorandum No. 96-49, Retread Award (POLICY)

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC Employees.

This policy memorandum supersedes the previous memorandum, "Establishment of Defense Contract Management Command Retread Award," dated February 1, 1996, and provides additional guidance for the effective implementation of the Retread Award program.

The Retread Award was established as an incentive to reward CAOs for adopting ideas developed at other CAOs. DCMC has many creative people coming up with good ideas and innovative approaches. These ideas and innovations will reach their full potential only if they are spread throughout the Command. When you see something that needs improvement, look first at other CAOs to see if they have made any innovations or improvements that you can adopt before you take the time and resources to start a new development effort. This is the kind of behavior we want to institutionalize.

The Districts will establish and maintain Retread Award programs for their CAOs. The Assessment Center will establish and maintain a Retread Award program as part of the DCMC Assessment Architecture Process. A CAO is eligible for a Retread Award when it adopts an idea developed at a different CAO. The Retread Award is a non-monetary award consisting of a wooden plaque with a piece of tire tread mounted on the upper half of the plaque and an engraved brass plate on the lower half of the plaque listing the CAO receiving the award and a brief description of the idea adopted by the CAO. Attachment 1 provides more details about the plaque. When assessment teams make Retread Awards, Retread Award certificates will be provided during the assessment outbriefs and plaques will be awarded as soon as possible thereafter.

There are several ways that a District or assessment team maybe notified of a potential candidate for a Retread Award. District personnel may observe that a particular CAO has

adopted an idea that originated at a different CAO. A CAO may submit an application to the District to report that it has adopted an idea that originated at a different CAO. An originator of an idea may report to the District that another CAO has adopted the idea. During an assessment, assessment team personnel may observe that a particular CAO has adopted an idea that originated at a different CAO.

The following information must be documented for all Retread awards: a description of the idea being adopted in sufficient detail to allow a determination that the idea is an improvement over existing DCMC policies, procedures, guidance, etc.; the name of the person and/or organization who developed the idea, and the name of the person and/or organization who adopted the idea. Remember, to be eligible for a Retread Award, the idea must originate at one CAO and be adopted at a different CAO.

The Districts and the Assessment Center will provide an annual list of Retread Awards to the HQ POC containing the name of the idea, the CAO who received the Retread Award, and the CAO who originated the idea. In lieu of the annual list, copies of the documentation for each Retread Award may be provided. The annual list (or copies of award documentation) is due by the third Friday of October. In addition, assessment teams will document any Retread Awards given during an assessment in the assessment report.

An annual award will be given by HQ DCMC to the CAO who has received the most Retread Awards. This award will be presented during the November Commander's Conference.

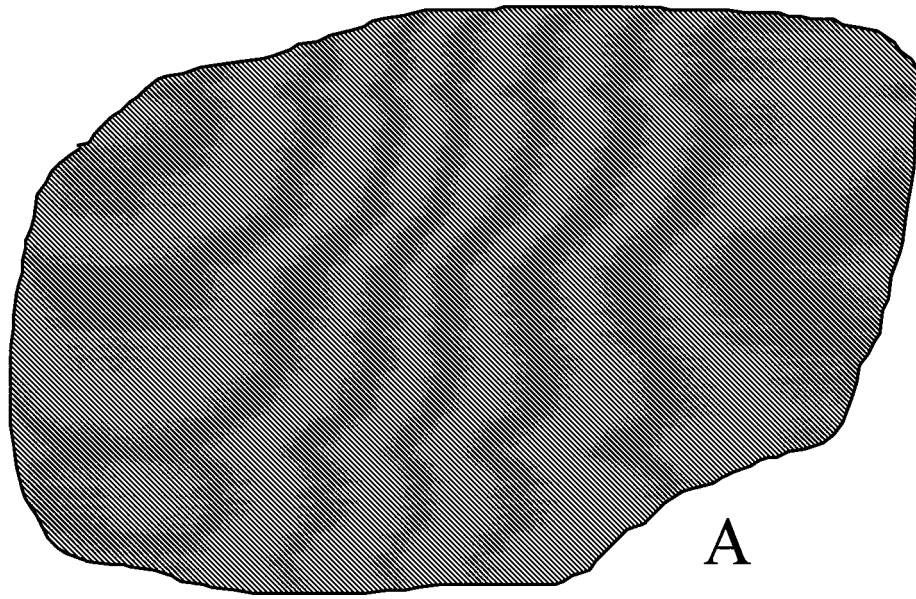
The Retread Award program is not designed to reward those who develop original ideas, and should not be used for that purpose. However, it is important that originators of good ideas be recognized and rewarded for their efforts. During the process of making a Retread Award, if it is discovered that an originator has not received any recognition for the original idea, Districts should make every effort to appropriately reward the originator. Consult DLAM 1432.1, DLA Superior Accomplishment Awards Program, for information about the many types of awards available to reward good ideas.

My POC for the Retread award is Ms. Paula Metcalf, AQOG, (703) 767-3468, DSN 427-3468, e-mail: paula_metcalf@hq.dla.mil.



ROBERT W. DREWES
Major General, USAF
Commander

Attachment



Defense Contract Management Command

RETREAD AWARD

awarded to

“CAO NAME”

for adoption of *“Name and/or
Short Description of Idea”*

B

C

Materials:

- A. Piece of Tire Tread, mounted on upper half of plaque
- B. Engraved Brass Plate, approximately covering lower half of plaque
- C. Wood Plaque, approximately 7x 9 inches